

## Résumé Evaluation Rubric

	<b>Professional</b>	<b>Intern</b>	<b>Substitute</b>	<b>Student</b>
<b>Overall Appearance</b>	Distinguishes the candidate as a true professional who is capable of independent thought	Shows that the candidate can produce professional work with the help of a template—doesn't set him or her apart	Makes it difficult to locate information and raises questions about the candidate's professionalism	Makes it impossible to take the candidate seriously
<b>Name</b>	Stands out and is easy to read	Easy to locate and to read	Easy to locate, but hard to read	Difficult to locate and to read
<b>Contact Info.</b>	Complete, professional, and easy-to-locate and absorb	Complete, but its location or formatting makes the eye have to pause to absorb it	Incomplete, confusing, or difficult to read	Erroneous
<b>Font</b>	Style & size makes résumé easier to read	Style and size are appropriate	Style is too cramped, extreme, or small to be read easily	Style and size make the résumé VERY difficult to read
<b>Formatting &amp; Headings</b>	Consistent formatting & headings guide the eye to key information, allowing it to be absorbed at a glance	Formatting & headings are consistent, but the eye still has to search for some information	Inconsistent formatting & headings interfere with the eye's ability to locate key information	Inconsistent formatting & headings distract from key information
<b>Spacing</b>	Spacing and alignment facilitates quick reading	Lack of spacing and alignment makes the eye work harder	Spacing is so cramped and alignment so poor that the eye tires of reading	Poor spacing and alignment significantly impedes reading

<b>General Content</b>	Content distinguishes candidate as a highly qualified professional	Content demonstrates candidate's qualifications, but doesn't set him or her apart from others	Content doesn't accurately highlight candidates qualifications, skills, or abilities	Content raises serious questions about candidate's professionalism
<b>Job Title, Employer, City, State, &amp; Dates</b>	Consistent formatting and thoughtful placement improve reader's absorption of info.	Formatting and placement are adequate, but do not assist the reader in locating the information easily	Inconsistent formatting and thoughtless placement interfere with reader's ability to absorb other info.	Missing information raises serious red flags in the reader's mind
<b>Bullets</b>	Bulleting makes info. easy to absorb	Inconsistencies in bulleting (or single bullets) are distracting	Lack of bullets makes info. hard to absorb	Overuse of bullets creates confusion
<b>Different, strong verbs for each bullet</b>	Skillful use of strong verbs provides a quick inventory of candidate's skills that leaves a lasting impression of competence	Verbs convey candidate's skills adequately, but do not leave a lasting impression of competence	Repeated use of same verbs make candidate appear to have very few skills	Repeated use of weak verbs leave a poor impression of the candidate's skills
<b>Strong, clear statements</b>	Strong, clear statements highlight key skills	Statements are adequate, but do not emphasize key skills	Weak, confusing statements distract reader from key skills	Long, wordy statements prevent reader from noting key skills
<b>Organization &amp; Sequencing</b>	Deliberately leads reader through the résumé and focuses the reader's attn.	Maintains reader's attention, but doesn't direct it to key pieces of information	Causes confusion for the reader, impeding attention to key info.	Creates frustration for the reader, causing abandonment of the résumé

<b>Specific Sections</b>				
<b>Education &amp; Qualifications</b>	Candidate's qualifications (in terms of degrees, fields of study, and certifications) are evident	Candidate's qualifications are listed, but wording or formatting makes them difficult to absorb quickly	Candidate's qualifications are incomplete or confusing	It is difficult to determine what this candidate's qualifications are
<b>Professional Skills</b>	Skills that will be an asset to the employer are carefully highlighted	The candidate's skills are embedded in other sections of the résumé, but special attention is not drawn to them	The skills listed do not seem very applicable in an educational setting	The content and wording of the résumé make it difficult to determine what this candidate's skills might be
<b>Employment</b>	The way the candidate has framed his or her employment experiences distinguishes him or her as a competent, talented professional with a great deal of initiative and a variety of strengths	The candidate has framed his or her employment demonstrates that s/he developed some skills as a result of the experiences that will be relevant to education	The candidate has had a variety of experiences that are relevant to education, but it is not always clear what skills s/he used or developed in those positions	The candidate's experiences and skills seem irrelevant to education
<b>Professional Achievements &amp; Activities</b>	Candidate appears to be a well-rounded person who is very professionally involved	Candidate has experienced success in some personal or professional endeavors	Candidate has participated in several activities or organizations, but to what extent is difficult to tell	None listed